

# Homework Assignments Due on Class 2

## Homework Assignment 3-1

On your agency's letterhead using proper format, write a memorandum to the lead instructor, containing the following:

- a) Describe the EMS officer's role as a day to day supervisor, incident commander, and trainer.
- b) Describe the challenges of transitioning from provider to officer.
- c) Describe how interactions with your supervisor would be different, now that you are a front line supervisor?

This memorandum shall be no less than one page in length and not more than two pages and completed without spelling errors.

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## Homework Assignment 3-2

On your agency's letterhead using proper format, write a memorandum to the lead instructor, addressing the following from your perspective:

- a) Define ethics and its importance in the 21<sup>st</sup> century EMS organization.
- b) Define and describe the importance of integrity.
- c) Define the concept of the station as a business work environment.

This memorandum shall be no less than one page in length and not more than two pages and completed without spelling errors.

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## Homework Assignment 4-1

### Email

Utilizing an email format used by your EMS Department or the email format provided, prepare an email to the shift commander, Division Chief Wilma Smith informing her of the leave taken due to illness by Paramedic Kurt White on January 15<sup>th</sup> of this year from 2000 hours until the end of the shift. Note the following information in the email:

- The total number of hours that were taken by Paramedic White.
- The name of the replacement (Paramedic Norman Bell).
- The time that Intermediate Bell arrived and began his duties at 2045.
- The email address to use for this exercise is:  
[DCweber@anytownems.usa.gov](mailto:DCweber@anytownems.usa.gov)

Note: The EMS department uses a 4-shift, 24-hour schedule that begins at 0700 hours each day.

The e-mail must meet following criteria:

- All information pertinent to the subject of the email is included.
- The email should be prepared using the same general rules and format of a memorandum.
- Proper grammar and punctuation is used.
- Contact information is provided for additional follow-up.
- Request that an acknowledgement of receipt is included.

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## Example E-Mail Format

Anytown EMS Department E-Mail Form

File	Edit	View	Actions	Tools	Accounts	Windows	Help
Send	Cancel	Address	Attachment				

From:	CC:
To:	BC:
Subject:	

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## Homework Assignment 4-2

### Introduction

The EMS officer will need to file an incident report when unusual events occur. The incident report is often a narrative report that is prepared in paragraph form. Some reports, such as a patient care report require completion of both a form-based section and a narrative section.

### Directions

Utilizing the scenario below prepare the reports requested. Keep in mind these key criteria:

- Consider the purpose for the narrative section of the report.
- Identify the narrative section's intended audience.
- Avoid the use of jargon.
- Include an introduction, body, and conclusion.
- Describe events and observations.
- Report is printed or typed and legible.
- Ensure that all information is accurate.
- Ensure that all information is complete.
- Written objectively, include only facts, no opinions.

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## Homework Assignment 4-2 (Cont'd)

Prepare an EMS Incident report as an addendum to a patient care report – En route to the call your ambulance experienced a mechanical problem. This report will be filed as an addendum to your patient care report and forwarded to the operations division chief. A call, located at 321 North Main Street, Anytown, USA 54321 was reported to the Anytown EMS Department at 5:00 PM, January 16, of this year. Engine 5 (BLS) was assigned as a first responder. Engine 5 was the first to arrive on the scene and reported they had a 56 year old female with obvious difficulty breathing and a history of CHF. The mechanical problem experienced by your ambulance caused an extra ten-minute delay in response. You called for a second ambulance to respond and advised Engine 5 of the delay.

### Additional Information

Patient:	Mrs. Ellen G. Jones
Address:	321 North Main Street Anytown, USA 54321
Telephone:	555-555-5555
Shift:	B Shift
District:	5
Alarm Time:	17:00 hrs.
Arrival Time:	17:13 hrs.
Controlled:	17:25 hrs.
Last Unit Cleared:	17:45 hrs.
Incident Number:	1234567